



DEPARTMENT OF THE ARMY
HEADQUARTERS, 171ST INFANTRY BRIGADE
(BLACKHAWK)
4340 MAGRUDER AVENUE
USABCTCOE, FORT JACKSON, SC 29207

REPLY TO
ATTENTION OF


ATZJ-D-CO

23 MAR 2009
S: 30 APR 2009

MEMORANDUM FOR RECORD

SUBJECT: AKO as Primary Email

1. The Army Knowledge Online portal is a primary component of the Army Knowledge Management (AKM) strategy and key to the Army's continual transformation. The portal provides a single point of entry into a robust knowledge management system, thus strategically enhancing the way the Army does business.
2. The Secretary of the Army and Chief of Staff issued the AKM Guidance Memorandum requiring all Army personnel to have an AKO account by 01 October 2001. In an effort to streamline and enhance mass communications, **all assigned members of the U.S. Army Student Detachment (USASD) must list their AKO email address as the primary email account until the completion of their academic tour.** Alternate email accounts such as Hotmail, MSN, Google, etc., may be used, however all official USASD correspondence will be sent to your AKO account.
3. CAC Card Readers are available upon request through the USASD Training and Operations NCOIC, SSG Jackeline Delancey, jackeline.delancey@conus.army.mil or 803-751-3795.
4. The POC is the Brigade Adjutant at (803) 751-3311, DSN 734-3311.


KARL D. REED
COL, IN
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army
Student Detachment (USASD)

SUBJECT: Policy #1 Commander's Open Door Policy

1. The morale, welfare, and discipline of a unit are the responsibility of the First Sergeant and Commander. It is the duty of this chain of command to resolve the difficulties and/or problems, both personal and professional, of every individual Soldier and civilian in the unit. I encourage subordinate leaders to solve issues and problems at the lowest level.
2. When your chain of command and the First Sergeant cannot resolve your problem or you cannot discuss it with them, first, inform your chain of command that you would like to see the Commander, and then address the problem with me. While my door is always open, I expect that you give our section leaders the opportunity to either resolve your issue on their own or enlist the assistance of the 1SG if resolution is beyond their expertise. If the issue cannot be resolved with the 1SG's assistance or if you feel that the issue is too sensitive to discuss with our NCO/ Civilian chain, please inform them that you would like to exercise my open door policy, then address the issue with me.
3. Our team is dedicated to providing a supportive, cohesive environment for all of our Soldiers, Civilians, and student leaders. A cooperative spirit and open communication will help us to achieve this intent.
4. The point of contact for this memorandum is the undersigned at 803-751-5305.

Ebony N. Calhoun
EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy #2 Equal Opportunity (EO)

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 20 June 1977.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.
- c. AR 600-20, Army Command Policy, dated 18 March 2008.

2. The idea of human equality is fundamental to the existence of our democracy. The Army thrives on the diversity of its people.

3. The USASD is fully committed to supporting the EO program and its goal. Every Soldier and civilian employee will be treated fairly, with dignity and respect. Within the EO arena, it is the responsibility of leaders and subordinates to promote equality and to eliminate preferential treatment. To achieve a work force representative of this nation's diversity, leaders must ensure that equality and treatment are appropriate, fair, and based upon merit.


4. This policy is simple; no one will be subjected to discrimination, unfair treatment, or harassment of any nature. As the Commander, I insist on nothing less than equitable treatment based solely on merit, fitness, and capability without regard to race, color, religion, sex, gender, ethnicity or national origin. Corrective action will be taken in the case of any violation of this policy.

5. The EO Program serves as the cornerstone of military management programs. The concept of EO is inherent to good personnel management practices and must be an integral part of day-to-day Soldier/employee relations. This responsibility is extended to every leader, manager, supervisor, military and civilian employee throughout the USASD student population all permanent party. Individuals in this command that feel they have been discriminated against may bring it to the attention of their chain of command, the Equal Opportunity Staff, the 1SG or myself.

ATZJ-DBI-SD

SUBJECT: Policy #2 Equal Opportunity (EO)

6. Maintaining an atmosphere of trust and equality opportunity are essential components to the teamwork necessary to accomplish USASD's worldwide mission. USASD permanent party are required to attend quarterly EO training.


EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD).

SUBJECT: Policy Letter #3- **Prevention of Sexual Harassment (POSH)**

1. References:

- a. AR 690-12, Equal Employment Opportunity and Affirmative Action, dated 20 June 1977.
- b. AR 690-600, Equal Employment Opportunity Discrimination Complaints, dated 9 February 2004.
- c. AR 600-20, Army Command Policy, dated 18 March 2008.

2. The policy of the USASD is that sexual harassment is unacceptable and will not be condoned or tolerated. USASD has zero tolerance for sexual harassment in the workplace.

3. By law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature which is used as a basis for career or employment decisions or when it results in a working environment that is hostile, offensive or intimidating, or so negative that it affects a Soldier or employee's ability to do his or her job. Individuals engaging in or conducting sexual harassment will be disciplined under the Uniform Code of Military Justice (UCMJ).

4. Supervisors and leaders who condone or use sexual behavior to control, influence, or affect the career, pay, or job of an employee, is engaging in sexual harassment. Similarly, a supervisor, co-worker, or customer who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. Complaints of sexual harassment are to be reported immediately.


5. Soldiers and civilians who have been sexually harassed have an obligation to make it clear that such behavior is unwelcome and offensive. This Command expects the commitment of each individual to establish and maintain a work environment free of sexual harassment for all personnel, whether civilian or military. Everyone must do what is right legally and morally – every day.

6. Proactive efforts are needed to prevent sexual harassment. In accordance with Army regulations and policy, all permanent party will attend and successfully complete required training in POSH. It is the responsibility of all leaders, military and civilian, to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively.

ATZJ-DBI-SD

SUBJECT: Policy Letter #3 - Prevention of Sexual Harassment (POSH)

7. The commitment of all USASD military and civilians to prevent sexual harassment and all forms of sexual discrimination will ensure that this Command maintains the highest level of professional behavior and courtesy that marks USASD's commitment to excellence.


EBONY N. CALHOUN
CPT, FA
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 4 – **Consideration of Others (CO2)**

1. The effectiveness of an organization's staff is largely dependent upon the interactions and relationships of its members. The CO2 policy is a tool to assist in assessing the needs of USASD Students and permanent party and to improve the organizational climate. It is the policy of USASD to convey the importance of CO2 as a vehicle for creating, maintaining and sustaining an environment of respect and dignity.
2. While the USASD Equal Opportunity Office is the proponent for implementing the CO2 program within the company, it is a Commander's program that includes all assigned military and civilian personnel. CO2 is comprised of education, and proactive and preventative measures. All permanent party military and civilian personnel will attend annual training. The USASD Commander may increase the frequency of CO2 sessions as needed.
3. The success of this program depends on leader commitment at all levels. By supporting the use of proper CO2, USASD can positively influence student support and Soldier readiness and the human relations climate of individual Soldiers and civilians.
4. Respect your co-workers, celebrate diversity, encourage unity, and care for one another. Make it a USASD priority!

Ebony N. Calhoun
EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 5 – **Physical Training (PT)**

1. References:

- a. FM 21-20, Physical Fitness Training, dated 01 October 1998.
- b. AR 350-1, Army Training and Leader Development, dated 3 August 2007.
- c. AR 635-200, Active Duty Administrative Separations, dated 06 June 2005.
- d. AR 600-8-24, Officer and Transfers and Discharges, dated 12 April 2006.
- e. Memorandum # 12, 4-10TH Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Physical Training (PT).

2. Physical training is an essential element of staying fit. This policy letter outlines the physical training standards expected of the U.S. Army Student Detachment.

3. Verification of all profiles will be forwarded to the detachment prior to APFT.

4. Profiles will participate in PT within the limits of their profile.

5. My goal for the **Company APFT Average is 260.**


6. USASD Permanent Party: Physical training is conducted daily Monday -Friday from 0600 – 0700 hours. Unless otherwise specified, the first duty/accountability formation is held at 0550 hours. The 1SG will direct the uniform of the day for PT. The uniform is the Army black shorts and gray T-shirt, unless otherwise specified. The PT jacket, sweatpants, grey fleece cap, and gloves are worn as seasonal items.

7. USASD Students: Maintaining individual physical fitness is the responsibility of the Soldier. Students must submit a PT card bi-annually to the student detachment. The Senior Liaison Officers or Senior Army Advisors will conduct the PT test and weigh-ins for their schools. If a student has no senior officer, then they must conduct a PT test to the best of their ability and with the highest degree of integrity.

ATZJ-DBI-SD

SUBJECT: Policy # 5 - **Physical Training (PT)**

8. For those students who are not near a military installation may have an option to obtain free YMCA membership upon approval, for more information please contact the USASD unit YMCA coordinator.
9. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of USASD meet and maintain the physical fitness standards set by the Army and TRADOC.
10. Failure to meet APFT standards will result in personnel flag action and immediately enrolled in a special fitness program appropriate for the individual. Soldiers will be re-tested within 90 days of initial failure.
11. Special population PT will be conducted daily Monday- Friday from 1600-1700. Diagnostic APFT will be administered every 30 days until Soldier successfully passes (Students and permanent party).
12. Personnel who fail two consecutive record APFT may be considered for separation IAW AR 635-200 or AR 600-8-24.
13. All Soldiers should report to their next duty station in satisfactory physical condition, able to pass the APFT, and within height/weight standards IAW AR 600-9.
14. The point of contact for this memorandum is the undersigned at 803-751-5305.


EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter #6- **Physical Training (PT) Incentive Program**

1. References:

- a. FM 21-20, Physical Fitness Training, 1 October 1998.
- b. Memorandum # 12, 4-10TH Infantry Regiment Battalion Policy, ATZJ-DBI-CO, 19 June 2009, Physical Training (PT)

2. As I encourage each of our Soldiers to attain the highest standards of physical fitness and readiness, I feel it only appropriate to recognize those individuals who meet and exceed my expectations. Therefore, I have established a PT Incentive Program.

3. Soldiers achieving a PT score of 300 with 100 points in each event during a record Army Physical Fitness Test (APFT) is eligible for the following incentives:

- a. Four day pass.
- b. Exempt from Company PT.

4. Soldiers achieving a PT score of 270 or above with 90 points in each event during a record APFT is eligible for the following incentives:

- a. Three day pass
- b. Exempt from Company PT.


5. Soldiers achieving a 10% increase to their APFT score during a record APFT is eligible for the following incentives:

- a. Three day pass or
- b. Exempt from Company PT.

ATZJ-DBI-SD

SUBJECT: Policy Letter #6- Physical Training (PT) Incentive Program

6. Soldiers are only eligible for one incentive group. For example, if you improve your PT score by 10% and you achieve a 300 by doing so, you will only be eligible for one four day pass and exemption from Company PT.
7. All passes are subject to the provisions in Policy Letter #8.
8. Soldiers enrolled in the Army Weight Control Program and PT failures retaking the APFT are not eligible for PT incentives.
9. The point of contact for this memorandum is the undersigned at (803) 751-5305.


EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All Personnel Assigned and Attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy Letter # 7 - Weight Control Program

1. References:

- a. AR 600-8-19, Enlisted Promotions and Reductions, 20 March 2008.
- b. AR 600-8-24, Officer Transfer and Discharges, 12 April 2006.
- c. AR 600-9, The Army Weight Control Program, 27 November 2009.
- d. AR 635-200, Active Duty Enlisted Administrative Separations, 6 June 2005.
- e. 4-10TH Infantry Regiment Battalion Policy, Memorandum # 4, Height and Weight Control Policy, 19 June 2009.

2. Maintaining proper body fat standards is an essential part in physical fitness, health and readiness. Every member of this unit is required to maintain the standards for military appearance and physical fitness at all times. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of the USASD meets and maintain the Army height and weight standards. However, adherence to this policy requires individual discipline and motivation from our Student leaders.

3. Verification of height and weight is required of all Soldiers and Student leaders semi-annually during the detachment PAI. Personnel failing to meet the height/weight standards will be counseled and directed to visit a nutritionist in their area immediately. Soldiers will be flagged and enrolled in the Weight Control Program upon conclusion of their consultation.

4. Weight control progress reports will be sent to the 1SG monthly. Soldiers will remain flagged until they meet the Army standards for height and weight. Soldiers failing to show satisfactory progress may be subject to separation action.

5. The point of contact for this memorandum is the undersigned at (803) 751-5305.

Ebony N. Calhoun
EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 April 2010

MEMORANDUM FOR All personnel assigned or attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 8 – Leaves

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.
 - b. 4-10TH Infantry Regiment Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures, 19 June 2009.
 - c. This memorandum supersedes all previous versions of Policy Letter # 8
2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a DA 31 for leave during any period that the Soldier expects to travel outside of their duty location. For all travel outside of a 250-mile radius from assigned duty location and in accordance with AR 600-8-10, a mileage pass should be submitted to USASD NLT ten days prior to departure.
3. Leave requests in excess of 30 days, must be received by USASD at least 30 days prior to start dates; less than 30 days, 10 days prior. We will act on your request immediately, and they will be processed and sent back promptly either by fax or e-mail attachment. Do try and be reasonable, if you need 30+ days of leave in conjunction with Permissive TDY or a similar request that requires approval higher than the Company Commander, please understand we cannot turn that around nearly as quickly. The proper procedures are as follows:
- a. Submit a signed DA 31 to the company administrative clerk via mail, fax or email.
 - b. Soldiers must provide an accurate leave address and phone number.
 - c. Leave starts the day you designated on the leave form and ends on the end date designated on the leave form unless otherwise notified.
 - d. No notification for departure or return is required unless the dates are other than what is indicated on the leave form.
 - e. All students will complete a Trips form under AKO at craaps2.crc.army.mil/ako_auth/TRiPS/default.aspx
4. **Emergency leave:** In the event that emergency leave is required, please contact USASD immediately. Emergency leave requests will always be approved but please make contact with the USASD first. In the event that a Soldier cannot contact USASD, contact BDE Staff duty at 803-751-7536/6113. If OCONUS, we will require the Red Cross message so that we can justify funding for your airline ticket. CONUS Emergency Leave is at your expense and we do not require any additional documentation.

ATZJ-DBI-SD

SUBJECT: Policy # 8 - Leaves

5. Request for OCONUS leave must be submitted to the Detachment **No Less Than 45 days prior to the departure date**. OCONUS leave request must include the following:

a. Request for Personnel Clearance (DA Form 4187).

b. Travel itinerary, location stops, name of airline, dates of travel, email contact, address and phone number.

c. Country Clearance if applicable.

d. AT Level 1 Awareness Training.

e. SERE 100 Code of Conduct Training Course Certificate, if applicable.


f. Pre-OCONUS (ISOPREP) Certificate.

6. **PCS Leave Request-** It is important that you provide firm dates and it is mandatory that you have an approved PCS Leave form prior to departure. All personnel must have a DA Form 31 even if no leave is taken; **this will account for you from the time you sign out of USASD to the time you sign in at your new unit**. You are authorized five (5) days to clear the detachment after classes, graduation, or training has ended. The sixth day begins your PCS Leave; however, if you begin travel within the five days your leave must start on the day you physically depart your losing permanent station. Your report date to your new unit is the ending date of your leave (**Always**). If you are traveling TDY enroute, your leave must carry you through your TDY schooling. If you are requesting Permissive TDY (PTDY) for house hunting in conjunction with PCS Leave, you are authorized a maximum of ten (10) days and it must be completed on your PCS DA Form 31. PTDY dates must be annotated on block #17 (REMARKS) and must be during your leave dates. **USASD is not authorized to approve leave or PTDY past your report date to your follow on assignment.**

7. Any time that a student is away from their assigned duty location, their accountability status must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the Detachment for clarification.

8. Procedures for signing in and out for Leave are outlined in Battalion Policy Memo # 3.

9. Point of contact for this memorandum is the undersigned at 803-751-5305.


EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 9 – Passes

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.

b. 4-10TH Infantry Regiment Battalion Policy, Memorandum # 3, Leave Processing and Control Procedures, 19 June 2009.

2. It is the intent of this command to ensure all Soldiers receive equal time off from their daily duties without having to use accrued leave.

3. Passes are granted for either three (3) or four (4) days in conjunction with a weekend.

4. Permanent party USASD Soldiers assigned to Fort Jackson:

a. Mileage passes must be approved by the chain of command when traveling outside 250 miles of Fort Jackson. Provide risk assessment and POV Inspection.

b. All passes will be coordinated through the chain of command and must be approved ten days prior to the departure date. Provide risk assessment and POV Inspection.

c. Passes that are awarded to personnel for any type of achievement must be used within 30 days of receiving the pass.

d. Company Leadership may pull passes at any time if mission or adverse action dictates.

5. **USASD Students.** Anytime a student is planning to travel 250 miles outside their assigned duty location, they are required to submit a mileage pass, ordinary pass, leave, TDY or PTDY request. If there is a question about the appropriate status, the Soldier should call the detachment for clarification. Pass requests must be received by the Detachment within 10 days of pass request.

6. The point of contact for this memorandum is the undersigned at 803-751-5305.

Ebony N. Calhoun
EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army
Student Detachment (USASD)

SUBJECT: Policy # 10 - **Permissive Temporary Duty**

1. References:

a. AR 600-8-10, Leaves and Passes, dated 15 February 2006.

b. Memorandum # 3, 4-10TH Infantry Regiment Battalion Policy, ATZJ-DBI-CO, Leave Processing and Control Procedures.

2. The Battalion Commander reserves the authority to grant up to 10 days of Permissive Temporary Duty according to AR 600-8-10.

3. The Brigade Commander is the approval authority for PTDY in excess of 10 days.

4. Permissive Temporary Duty is the appropriate action for any student in USASD to handle unique situations that require them to be away from their assigned duty location. Examples that fall into this category are as follows:


a. Degree study programs off campus

b. Training with Industry programs that requires students to travel for business

c. Chaplain's requiring time for denominational endorsement

5. Any time that a student is away from their assigned duty location, they must be under a pass, leave, TDY or PTDY status. If there is ever a question about the appropriate status, the Soldier should call the USASD for clarification. OCONUS PTDY request must be submitted 45 days prior to the start date of the request.

6. The point of contact for this memorandum is the undersigned at 803-751-5305.


EBONY N. CALHOUN
CPT, FI
Commanding



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

25 AUGUST 2009

MEMORANDUM FOR All personnel assigned and attached to the United States Army Student Detachment (USASD)

SUBJECT: Policy # 11 - Accountability Requirements

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dated 24 September 1998.
- b. AR 600-8-104, Military Personnel Information Management/ Records, dated 22 June 2004.
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Weight Control Program, dated 27 November 2006.
- e. FM 21-20, Physical Fitness Training, dated 01 October 1998.
- f. AR 600-8-2, Suspension of Favorable Suspension of Favorable Personnel Actions (Flags), dated 23 December 2004.

2. The intent of the US Army Student Detachment accountability program is to ensure all students are properly accounted for and are not in violation of UCMJ Art 86 Absence Without Leave (AWOL). The two methods that the US Army Student Detachment will use to ensure proper accountability are monthly Personnel Status report (PERSTAT) and Personnel Accountability Inventory (PAI).

3. Monthly PERSTAT. The status of all personnel assigned or attached to the USASD will be reported NLT the first of each month. If the first of the month falls on the weekend, then the status is due NLT the Friday prior.

a. The Senior Liaison Officer or Senior Advisor (SLO/SA) for each school is responsible for reporting the status of all students assigned to the USASD. If a student is located in a region without a senior advisor, then that student is individually responsible for reporting their status to the USASD.

b. The following information is required:

- (1) Complete name of each student.

ATZJ-DBI-SD

SUBJECT: Policy # 11 - Accountability Requirements

(2) Status for the month, including anticipated leaves, passes, and TDY dates.


(3) POC information, including current phone numbers and email addresses.

c. The status must be e-mailed, mailed, or faxed to the Student Detachment. Phone calls for accountability will not be accepted.

4. Semi- Annual PAI. The semi-annual PAI occurs in April and October of each year. 100% participation by the students of USASD is required. During the PAI, you will be required to verify your current address, POC information, and other personnel/ training requirements as specified by the memorandum of instruction (MOI). The semi-annual MOI will be sent via email and posted to the USASD website at least 10 days prior to the beginning of the PAI.

5. Depending upon the circumstances, failure to provide an accountability status or participate in the PAI will result in appropriate corrective action, either administrative or UCMJ.

6. The point of contact for this memorandum is the undersigned at 803-751-5305.


EBONY N. CALHOUN
CPT, FI
Commanding